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PART 1 - GENERAL INFORMATION

1.1 Introduction

The Request for Supply Arrangements (RFSA) is divided into six parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides Suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement and the basis of selection;
- Part 5 Certifications and Additional Information: includes the certifications and additional information to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
 - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
 - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
 - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Requirement and the Mandatory Criteria and Evaluation Plan.

1.2 Summary

1.2.1 The Canadian Coast Guard (CCG) Quebec Region would like to set up supply arrangements for temporary and punctual specific marine navigation services in accordance with the Statement of Requirement (SoR) - Annex "A". The targeted services are:

- (a) Icebreaking and Ice Navigation
- (b) Removing ice from buoys
- (c) Icebreaking and vessel assistance
- (d) Stabilizing vessels in distress
- (e) Towing
- (f) Assistance in the event of fire aboard a vessel

1.2.2 This RFSA will establish a list of qualified Suppliers having one or all of the required capacities and competencies.

1.2.3 The Supply Arrangements will have no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use them.

1.2.4 The requirement is subject to the provisions of the Canadian Free-Trade Agreement (CFTA).

1.2.5 The requirement covered by the bid solicitation of any resulting supply arrangement may be subject to a preference for Canadian goods and/or services or may be limited to Canadian goods and/or services.

1.2.6 The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the three (3) following intervention regions in the Province of Quebec. No activities will be completed in areas subject to Comprehensive Land Claims Agreements (CLCAs).

- (a) Montréal
- (b) Trois-Rivières
- (c) Québec

1.3 Canadian Content

The services covered by the Supply Arrangement may be limited to Canadian services as defined in clause A3050T.

SACC Manual clause A3050T, 2014-11-27 - Canadian Content Definition

1.4 Debriefings

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing may be in writing, by telephone or in person.

PART 2 - SUPPLIER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The **2008, 2017-04-27**, Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

2.2 Submission of Arrangements

Arrangements must be submitted to the Supply Arrangement Authority by the date, time and place indicated on page 1 of the Request for Supply Arrangements.

2.3 Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Employment and Social Development Canada (ESDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

2.4 Enquiries - Request for Supply Arrangements

All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the Request for Supply Arrangements (RFSA) closing date. Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by Suppliers to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that Suppliers do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Suppliers. Enquiries not submitted in a form that can be distributed to all Suppliers may not be answered by Canada.

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2.5 Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Quebec.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Suppliers.

PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS

3.1 Arrangement Preparation Instructions

Canada requests that Suppliers provide the arrangement in separately bound sections as follows:

Section I: Technical Arrangement – 1 hard copies

Section II: Certifications and additional information – 1 hard copies

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that Suppliers follow the format instructions described below in the preparation of the arrangement.

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to that of the Request for Supply Arrangements.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Suppliers should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Arrangement

Suppliers must submit their technical arrangement in accordance with the Part 4, **4.1.1 Technical Evaluation – Mandatory Criteria**.

Section II: Certifications and Additional Information

Suppliers must submit the certifications and additional information required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

4.1.1 Technical Evaluation - Mandatory Criteria

Suppliers must demonstrate they can provide the services in the sector where he intends to intervene (see Annex "A" – Service Level). Suppliers must complete and provide all documentation and information requested in the Annex "B" – Mandatory Criteria and Evaluation Plan.

4.2 Basis of Selection

An arrangement must comply with the requirements of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive. The technical criteria will be evaluated to issue Supply Arrangements (SA). Financial criteria will be evaluated during the Request for Proposals process and before contract award.

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Suppliers must provide the required certifications and additional information to be issued a supply arrangement (SA).

The certifications provided by Suppliers to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare an arrangement non-responsive, or will declare a contractor in default if any certification made by the Supplier is found to be untrue whether made knowingly or unknowingly during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Supply Arrangement Authority will render the arrangement non-responsive, or constitute a default under the Contract.

5.1 Certifications Required with the Arrangement

Suppliers must submit the following duly completed certifications as part of their arrangement.

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all suppliers must provide with their arrangement, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to the Issuance of a Supply Arrangement

The certifications listed below should be submitted with the arrangement, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the listed certifications within the time frame provided will render the arrangement non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Supplier must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Status and Availability of Resources

SACC Manual clause S3005T, 2008-12-12, Status and Availability of Resources.

5.2.3 Education and Experience

SACC Manual clause S1010T, 2008-12-12, Education and Experience

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5.2.4 Health and safety Certificate (Certificate of commitment CNESST)

Suppliers certify they are in compliance with all federal, provincial/territorial legislations relevant to health and safety in the workplace. Suppliers must execute all prescribed activities and put in place measures in order to ensure the health and safety of their employees at all time. Suppliers must submit their certificate of commitment.

5.3 Additional Information Required Precedent to the Issuance of a Supply Arrangement

The additional information listed below should be submitted with the arrangement, but may be submitted afterwards. If any of the additional information is not completed and submitted as requested, the Supply Arrangement Authority will inform the Supplier of a time frame within which to provide the information. Failure to provide the additional information listed below within the time frame provided will render the arrangement non-responsive.

5.3.1 Vessel Certificates

Suppliers must provide the certificates of the vessels that will be used for the service they intend to provide under their arrangement. The certificates are identified in the Annex "B", Criteria O.2 Certification and the Table 2, Criteria O.4 Vessel Master's Qualifications and the Table 4, d).

PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

A. SUPPLY ARRANGEMENT

6.1 Arrangement

The Supply Arrangement covers the Work described in the Statement of Requirement (SoR)

6.2 Security Requirements

6.2.1 There is no security requirement applicable to the Supply Arrangement.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2020, 2017-09-21, General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

6.3.2 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements that will be provided at a later date. If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

(If an alternate reporting period is required, delete the quarterly periods provided below and define the alternate reporting period.)

The quarterly reporting periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31;
- 4th quarter: January 1 to March 31.

The data must be submitted to the Supply Arrangement Authority no later than **15 calendar days** after the end of the reporting period.

6.4 Term of Supply Arrangement

6.4.1 Period of the Supply Arrangement

The Supply Arrangement has no defined end-date and will remain valid until such time as Canada no longer considers it to be advantageous to use it.

The period for awarding contracts under the Supply Arrangement begins immediately after issuance of Supply Arrangements.

6.4.2 Comprehensive Land Claims Agreements (CLCAs)

The Request for Supply Arrangements (RFSA) is to establish supply arrangements for the delivery of the requirement detailed in the RFSA to the Identified Users in the three (3) following intervention regions in the Province of Quebec. No activities will be completed in areas subject to Comprehensive Land Claims Agreements (CLCAs).

- (a) Montréal
- (b) Trois-Rivières
- (c) Québec

6.5 Authorities

6.5.1 Supply Arrangement Authority

The Supply Arrangement Authority is:

Mathieu Gagnon
Team Leader (Marine)
Public Work and Government Services Canada (TPSGC)
Québec Region – Marine Division
1550, Avenue D'Estimauville
Québec (Québec)
G1J 0C7

Telephone: 418-649-2883
Fascimile: 418- 648 - 2209
Email : Mathieu.gagnon@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

6.5.2 Supplier's Representative (will be provided at the issuance of arrangements)

Name:
Title:
Phone:
Email:

6.6 Identified Users

The Identified User is the Department of Fisheries and Oceans for the Canadian Coast Guard - Québec Region.

6.7 On-going Opportunity for Qualification

A Notice will be posted two (2) times a year on the Government Electronic Tendering Service (GETS) to allow new Suppliers to become qualified. Existing qualified Suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

6.8 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the articles of the Supply Arrangement;
- (b) the general conditions **2020, 2017-09-21**, General Conditions - Supply Arrangement - Goods or Services;
- (c) Annex "A" - Statement of Requirement (SoR);
- (d) Annex "B" - Mandatory Criteria and Evaluation Plan;
- (e) the Supplier's arrangement dated _____.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Supplier in its arrangement or precedent to issuance of the Supply Arrangement (SA), and the ongoing cooperation in providing additional information are conditions of issuance of the SA and failure to comply will constitute the Supplier in default. Certifications are subject to verification by Canada during the entire period of the SA and of any resulting contract that would continue beyond the period of the SA.

6.9.2 Updates and renewal

The Supplier must provide to the Supply Arrangement Authority all updates and/or renewal of the certifications during the period of the SA and all contracts resulting from the SA that extend over the period of the SA.

6.10 Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Québec.

B. BID SOLICITATION

6.1 Bid Solicitation Documents

Canada will use the following bid solicitation templates based on the estimated dollar value and complexity of the requirement:

- Simple, for low dollar value requirements;
- Medium Complexity (MC) for medium complexity requirements;
- High Complexity (HC) for more complex requirements.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

The bid solicitation will contain as a minimum the following:

- (a) a complete description of the Work to be performed;
- (b) [2003](#), Standard Instructions - Goods or Services - Competitive Requirements; or [2004](#), Standard Instructions - Goods or Services - Non-competitive Requirements;

" Subsection 3.a) of Section 01, Integrity Provisions - Bid of the Standard Instructions [2003](#) or [2004](#)) incorporated by reference above is deleted in its entirety and replaced with the following:

at the time of submitting an arrangement under the Request for Supply Arrangements (RFSA), the Bidder has already provided a list of names, as requested under the [Ineligibility and Suspension Policy](#). During this procurement process, the Bidder must immediately inform Canada in writing of any changes affecting the list of directors."

- (c) bid preparation instructions;
- (d) instructions for the submission of bids (address for submission of bids, bid closing date and time);
- (e) evaluation procedures and basis of selection;
- (f) financial capability;
- (g) certifications;
 - *Federal Contractors Program (FCP) for Employment Equity – Notification;*
 - *Price/Rate Certification;*
 - *Integrity Provisions - Declaration of Convicted Offences, and*
 - *Others, as applicable.*
- (h) conditions of the resulting contract.

6.2 Bid Solicitation Process

Bids will be solicited for specific requirements within the scope of the Supply Arrangement (SA) from Suppliers who have been issued a SA.

The bid solicitation will be sent directly to the pre-qualified Suppliers within the category of service required.

Bids will be submitted to the representative of Canada identified in the solicitation by the date, time and place indicated on page 1 of the Bid Solicitation.

The identified user is responsible for bid solicitation process and contract award up for services up to **\$10,000.00** taxes included, and PWGSC for requirements over the specified amount.

C. RESULTING CONTRACT CLAUSES

6.1 General

The conditions of any contract awarded under the Supply Arrangement will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

For any contract to be awarded using the template:

- (a) **Simple** (for low dollar value requirements), general conditions **2029** will apply to the resulting contract;
- (b) **MC** (for medium complexity requirements), general conditions **2010C** will apply to the resulting contract;
- (c) **HC** (for high complexity requirements), general conditions **2035** will apply to the resulting contract.

A copy of the template(s) can be provided upon request by contacting the Strategic Policy Integration Division by sending a query to TPSGC.Outilsdapprovisionnement-ProcurementTools.PWGSC@tpsgc-pwgsc.gc.ca.

Note: References to the HC, MC and Simple templates in PWGSC Requests for Supply Arrangements are provided as examples only. The latest versions of the template and terms and conditions will be used at time of bid solicitation.

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Annex "A"

Statement of Requirement

See document attached.

Annex "B"

Mandatory Criteria and Evaluation Plan

To be issued a Supply Arrangement, Suppliers must meet all the mandatory requirements identified below.

Criteria	Description
<p>O.1 Supplier Experience</p>	<p>The Supplier must demonstrate that it has performed at least two similar projects (or contracts) in the area of service in the past five (5) years, to the satisfaction of the client. By definition, a similar project is a completed project which is part of the following list:</p> <ul style="list-style-type: none"> a) Towing a vessel of 20,000 gross tonnage or more, and/or b) Icebreaking: harbour or river operation, and/or c) Stabilization of vessels in difficulty, and/or d) Response in a marine disaster, and/or e) Assistance in the event of a fire on board a vessel, and/or f) Firefighting response exercise with a government authority. <p>The Supplier must complete and provide the Table 1. One table per project.</p> <p>The Government of Canada reserves the right to verify the information provided with the client. If the client gives a negative reference, the project will not be considered.</p>
<p>O.2 Certification</p>	<p>The vessels proposed by the Supplier must be compliant with the ISM Code, hold a Transport Canada certification or hold a certification from an organization recognized by Transport Canada, as well as the necessary certifications required for the services offered.</p> <p>The Supplier must complete and provide the Table 2 and provide a copy of each applicable certificate. One table per vessel.</p>
<p>O.3 Response capacity:</p>	<p>The Supplier must demonstrate that it can provide the services in the area in which it intends to respond.</p> <p>To demonstrate this, the vessels must have the following minimum characteristics:</p> <ul style="list-style-type: none"> a) a minimum power of 2,500 kW for icebreaking work; b) a tow boat certificate and a valid towing certificate (20 tonnes and more) from Transport Canada, or an agency recognized by Transport Canada, for towing work; c) a certified Class ½ FiFi system and more (certificate issued by Transport Canada or a recognized agency) for firefighting operations. <p>The Supplier must complete and provide the Table 3. One table per vessel.</p>

Criteria	Description
O.4 Vessel master's qualifications	<p>The Supplier must provide the curriculum vitae of vessel masters demonstrating that they meet the following criteria:</p> <ul style="list-style-type: none">a) For navigation in ice: the vessel master must have three months of experience (consecutive or not) or more as a vessel master or as the second officer navigating in ice in the last three years.b) For towing: the vessel master must have 12 months of experience (consecutive or not) or more as vessel master of a tug in the last three years.c) For firefighting tasks: the vessel master must have 12 months of experience (consecutive or not) as a vessel master on a ship with a FiFi system in the last 10 years.d) For stabilization tasks or a response to a vessel in difficulty: the vessel master must have responded to an emergency situation in the last 10 years or must hold at least a Certificate of Competency; Master 500 gross tonnage, Domestic with STCW endorsement. Provide a description of the events. <p>The Supplier must complete and provide the Table 4.</p>

Criteria O.1 Supplier Experience – Table 1

Project No.1 - Title of project		
Nature of service (According to list in O.1)		
Project duration	Start of project	End of project
Project value		
Towed vessel (if applicable)		
Project description		
Client information		
Name		
Telephone number		
Email address		

Table 1 (continued)

Project No.2 - Title of project		
Nature of service (According to list in O.1)		
Project duration	Start of project	End of project
Project value		
Towed vessel (if applicable)		
Project description		
Client information		
Name		
Telephone number		
Email address		

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O.2 Certification - Table 2

Vessel certification	
Vessel name	
Certifications	
International Safety Management (ISM) Code Compliance Certificate	
Inspection certificate issued by Transport Canada or the Classification Society for vessels used in this contract	
Tow boat certificate issued by Transport Canada	
Certification of proficiency for sailing in the waters covered by this contract	
Hoisting equipment certification	
Radio operator's certificate/licence	
FiFi certificate	

O.3 Response capacity - Table 3

Vessel Name					
Vessel's registration number					
Area of operation					
Towing strength			Capacity in tonnes		
FiFi system or equivalent class #:		Pump (m ³ /hr)		Number of monitors	
Hoisting devices - If more than one device is on the vessel, indicate the smallest capacity			Capacity in kg		
Vessel's speed in open water			Vessel's power in kW		
The tasks that the Supplier wishes to perform with this vessel (Please confirm in the boxes)					
	YES	NO	Additional information		
For icebreaking and navigation in ice, see 7.2.3, 7.2.3.1, 7.2.3.2 and 7.2.3.3					
For buoy de-icing, see 7.2.2 and 7.2.2.1					
For stabilizing vessels in distress (tug boat), see 7.2.4					
For towing, see 7.2.5					
For firefighting assistance, see 7.2.6 and 7.2.6.1					

O.4 Vessel Master's Qualifications - Table 4

Vessel master's name			
Certificate of Competency			
Area of operation			
		Number of months	
a)	Number of months of experience as vessel master of a tow boat		
b)	Number of months of experience in ice navigation as a vessel master		
c)	Number of months of experience as master of a vessel with a FiFi system		
d)	Master 500 Gross Tonnage, domestic with STCW endorsement		
	Stabilization of a vessel or response to a vessel in difficulty – To be completed if certificate is not provided		
Title of project			
Date of project		Name of stabilized vessel	
Description of an event or project. Provide a description (emergency situation).			
Contact information for the vessel master's employer	Name		
	Telephone number		
	Email address		

DFO-MPO

Supply Arrangement

Central and Arctic Region

10/23/2017

Strengthen our capacities to respond to situations requiring rapid intervention.

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1 Objective

The Canadian Coast Guard (CCG), Quebec Region, wishes to establish a Supply Arrangement (SA) for the delivery of services to meet the Marine Navigation Services' specific needs on a temporary and occasional basis. Target services are: removing ice from buoys, icebreaking (under bridges, in ports, along the Seaway or near vessels), stabilizing or escorting vessels in distress, towing and response in the event of fire.

2 Background

CCG is a Special Operating Agency within Fisheries and Oceans Canada. It owns and operates a fleet of vessels designed to perform various types of missions. CCG's responsibilities include: maritime safety; protection of marine and freshwater environments; facilitating maritime commerce and sustainable development; and support of marine science. CCG must be prepared to respond in a more timely and efficient manner. It must therefore have a response management plan to quickly address situations that require an immediate response during which CCG resources are not available because they are performing other duties. CCG must therefore occasionally request the assistance of industry to fill gaps and provide key maritime services to Canadians.

3 Documents and references

1. The Contractor must possess and maintain the following documents during the entire period of this contract:
 - a) Transport Canada inspection certificate for vessels used in this contract
 - b) Inspection certificate for lifting equipment
 - c) Certificate of Proficiency for sailing in the waters covered by this contract
 - d) Certificate of compliance to the International Safety Management (ISM) code
 - e) Certificate for tug boat from Transports Canada
 - f) Certificate ISO 9001 or equivalent
 - g) Occupational health and safety certificate (certificate of commitment CNESST)
 - h) Radio Operator's Certificate / licence
2. This contract is subject to, but not limited to, the following regulations
 - a) Collision Regulations (C.R.C., c. 1416)
 - b) Marine Personnel Regulations (SOR/2007-115)
 - c) Natural and Man-made Harbour Navigation and Use Regulations (SOR/2005-73)
 - d) Hull Construction Regulations
 - e) Tackle Regulations (C.R.C., c. 1494)
 - f) Small Vessel Regulations (SOR/2010-91)
 - g) Construction Standards for Small Vessels TP 1332 E
 - h) Navigation Safety Regulations (SOR/2005-134)
 - i) Maritime Occupational Health and Safety Regulations (SOR/2010-120)
 - j) Any other regulations that apply to vessel type and voyage
3. Contractors are required to keep themselves up to date on work procedures and practices for the services concerned, inter alia, by reading the following documents and guides:

- a) Aids to Navigation Directive 2–2400
- b) Marine Aids to Navigation Operations — Fleet Safety Manual (FSM) 7.D.2
- c) Provision of icebreaking services — directive 1
- d) Ice Navigation in Canadian Waters
- e) Winter navigation on the River and Gulf of St. Lawrence TP 14335

Note: See the details of these appendices for more information.

4 Scope

The purpose of the SA is to respond to short-term immediate needs. The service request will for a few hours to a few days only. The idea is not to replace services provided by CCG, but fill service gaps arising from unplanned events, e.g. winter conditions requiring CCG vessels to respond in several locations.

This SA is to provide the various departments (identified users) with a list of Contractors with one or more of the abilities and skills required. Contractors, their vessels and crews must be able to provide the levels of response service defined later in this document. The various missions are listed here and better defined in section 7 of this document.

- a) Removing ice from buoys - section 7.2.2
- b) Reading buoy positions - section 7.2.2.1
- c) Escorting vessels in ice-covered waters - section 7.2.3.1
- d) Icebreaking (bridges, ports and the Seaway) - section 7.2.3.2
- e) Stabilizing vessels in distress - section 7.2.4
- f) Towing vessels - section 7.2.5
- g) Assistance in the event of fire aboard- section 7.2.6

4.1 Qualification and definition of the SA holder's list

To qualify as a SA Holder, the Contractor must meet certain selection criteria. First, ships can be classified with open water capacity only or in open water and ice-covered waters.

Table 1 Contractor Equipment Qualification

Characteristics	Free waters	Icy waters
Vessel certified for towing by Transport Canada or Classification Society with minimum a valid 20-tonne bullard pull certificate issued by an independent surveyor in the last 5 years	Towing and escort	Towing and escort
FiFi fire fighting system class ½. Class ½ = Monitor = X 2, capacity 600m3 / h Pump = 1 or 2, total capacity 1200m3 / h	Fire fighting, FiFi system	Fire fighting, FiFi system
Vessel with hoist with a minimum capacity of 2000 kg with an outside reach of 2 m. Certificate issued by Transport Canada or a competent authority	Maintenance of the navigation aid	Maintenance of the navigation aid
Ship suitable for ice navigation in the area of operation (area defined in 5). The minimum power is 2500 KW	n/a	Icebreaking

When requesting services, all pre-qualified contractors in a given category in a given region will have the opportunity to bid within a prescribed time period depending on the circumstances set out in the tender. . Designated Users (DUs) will be able to solicit a contractor or qualified contractors based on the search criteria and according to their need, "area of intervention, vessel capacity sought, type of work to be done and skill level".

5 Response area

The following metropolitan areas and zones are part of the SA framework. The Contractor shall have its place of business and / or equipment in the specific response area or be able to react and be ready to provide a timely level of response service following the initial call from the Departmental Representative.

5.1 Montréal

The Montréal area includes cities and locations upstream from Montréal (Quai de l'horloge): 65 NM = Cornwall and:

downstream from Montréal (Quai de l'horloge): 35 NM = Sorel/Tracy (Île aux foins)(buoys S154)

5.2 Trois-Rivières

The Trois-Rivières area includes cities and locations upstream from Trois-Rivières (buoys C49): 35 NM = Sorel/Tracy (Île aux foins)(buoys S154) and

downstream from Trois-Rivières (buoys C49): 33 NM = Pointe Platon (between Lotbinière and Sainte-Croix)

5.3 Québec

The Québec area includes cities and locations upstream from Québec City (Bassin-Louise): 33 NM = Pointe Platon (between Lotbinière and Sainte-Croix) and:

downstream from Québec (Bassin-Louise): 50 NM = Île-aux-Coudres (buoys K165)

6 Levels of Service

The Levels of Service are defined here.

6.1 Level of Service details

The Level of Service refers to the Contractor's capacity to provide the response services requested within a period of time based on moderate weather conditions. Canada reserves the right to accept a longer response time in the case of more difficult weather or ice conditions.

1. Response time: the Contractor will have one hour to prepare its vessel and mobilize its crew. The following response time depends on the operations area and is based on a trip with Beaufort Sea 4. In adverse weather conditions, the response time must be based on the vessel's capacity. The intervention must be done in a safe manner.

For the Québec area:

- 6 hours after mobilization of the crew and under Beaufort 4 weather conditions in free ice water.

For the Trois-Rivières and Montréal areas

- 5 hours after mobilization of the crew and under Beaufort 4 weather conditions in free ice water.
2. The Contractor will ensure that it is available at any time by providing telephone or email communications. It must be able to respond within the response time defined above.
 3. The Contractor must be able to respond at all times (seven days a week).
 4. The Contractor will maintain communications with the Marine Communications and Traffic Services (MCTS) regarding these operations. It must provide MCTS with the reason for the response, the time of departure and arrival at destination and time at the end of the response.
 5. During the response, the Contractor will periodically provide status reports and progress updates. Instructions on reports and summaries will be provided in the statement of work when the service request is made.
 6. The Contractor will ensure that it has the equipment aboard required for the type of response requested.

7 Services and vessel capacity

7.1 Vessel capacity and certification

The vessels and crews must meet the following requirements:

- a. The vessel must be certified, used, outfitted and maintained in accordance with the requirements of the control program by the government and the Transport Canada Marine Safety Regulations for classification of the vessel's voyage for the duration of the SA.
- b. For icebreaking services (buoys, icebreaking under bridges or other areas), the vessel must be able to sail in ice-covered waters and have more than 2500 kW (3350 HP) of power.
- c. The vessel must be certified and comply with the ISM Code (International Safety Management Code).
- d. The Contractor must have ISO 9001 certification or have a quality management system similar to the ISO standard.
- e. For towing services, the vessel must have a valid tug certificate of compliance and comply with Transport Canada guidelines.
- f. The Contractor will provide one or more vessels with all instruments needed to perform the tasks described in this contract.
- g. At all times, the vessel must be outfitted in accordance with the Marine Personnel Regulations and in compliance with STCW Code 95.

Canada reserves the right to perform annual certificate compliance audits.

7.2 Type of Services

Required vessel features depend on the mission to be performed under this SO. A description of the various missions and required vessel features are defined here:

7.2.1 Icebreaking and Ice Navigation

The first principle of successful ice navigation is to maintain freedom of manoeuvre. Once a ship is trapped, the vessel goes wherever the ice goes. The vessel master must possess the knowledge and experience needed to sail in ice-covered waters. As an indication, operators may read the documents on the ice navigation practices. (Icebreaking Operations—FSM 7.D.5, Ice Navigation in Canadian Waters and Winter Navigation on the River and Gulf of St. Lawrence TP 14335).

7.2.2 Removing ice from buoys

Ice often accumulates on buoys and the response needs to be quick enough to prevent the buoys from moving from their position or sinking below the ice. The vessel must be able to operate in ice-covered waters. The response may involve:

- a) Removing the ice from the buoy. This must be done so as to avoid damaging the buoy.
- b) The Contractor may need to lift the buoy. Must have certified lifting equipment designed to hoist more than 2000 kg with an outside reach of 2 m.
- c) The vessel must approach the buoys and therefore operate near banks or reefs.
- d) It may have to sail in ice.
- e) If the Contractor meets the requirements of 7.2.2.1, it must confirm the buoy's position.

If the buoy is out of position, the Contractor will notify CCG as soon as possible so that a Notice to Shipping can be issued to allow the CCG to correct the situation.

7.2.2.1 Reading buoy positions

Buoy positions can only be read if the vessel has DGPS equipment to record the position and if the personnel aboard is qualified to interpret the data. However, the Contractor is not legally responsible for the accuracy of the information it provides on buoy position readings. The information is provided as an indication, and CCG is responsible for checking the position of aids to navigation. However, a sketch of the different offset values between the ship's antenna and the observation points will have to be produced. These configuration parameters will be introduced by the Contractor into his DGPS equipment.

To take buoy position readings from a vessel, the buoy must be adjacent to the observer or far away enough to ensure its safety and that of the vessel. The distance and direction of the observer with respect to the buoy must be determined as accurately as possible. The Contractor will ensure that the DGPS receiver is kept up-to-date (latest software version) and that it is functioning properly. DGPS data are recorded manually or electronically.

- a. Navigation aid's position: latitude, longitude
- b. Time and date of position reading

It is important to use the most recent large-scale map indicating the benchmarks used to establish the position. Water depth as well as the time and date must be indicated on the report.

7.2.3 Icebreaking and vessel assistance

The Contractor must provide one or more vessels suitable for ice navigation in the area of operation described in Article 5 "Area of Intervention". The ship's crew must comply with 7.2g and the master must have one year of experience as a commanding officer on a ship operating in the ice-covered waters.

7.2.3.1 Escorting vessels in ice-covered waters

When a vessel is trapped in ice and can no longer operate. The Contractor will check the ice drift to determine how to free the vessel. The Contractor must free the vessel from the ice by reducing the pressure on the hull.

When a vessel is moving, but is having trouble sailing in ice-covered waters, the Contractor will clear a path to allow it to proceed.

7.2.3.2 Icebreaking

The Contractor may be required to engage in icebreaking operations in the St. Lawrence Seaway to reduce the possibilities of ice jams.

7.2.3.3 Trois-Rivières bridge

The ice slows near the Trois-Rivières bridge area when it comes into contact with the bridge's stone pillars. The Contractor will ensure the ice flows under the bridge by transiting under the bridge between the various pillars to release the pressure and break ice build-ups. In addition, the Contractor must widen the channel between the bridge and Port Saint-François, and ensure that there are no gaps in the paths cut along the shoreline where ice may accumulate.

7.2.4 Stabilizing vessels in distress

For vessels in distress, potential distress, capsized vessels or when in doubt, the first consideration will always be to save the lives of people in danger, which includes evacuating all persons from the distressed vessel and recovering anyone from the water.

According to the instructions of the CCG representative, the response in this case could involve towing the vessel in distress, or maintaining it in a safe, stable position until a commercial vessel arrives to provide assistance. In this case, towing is considered as providing assistance to a vessel with a propulsion system that is not in operation.

Notwithstanding the above, the Contractor will conduct an assessment of the situation once it has arrived on site. It will take the following precautions:

- Ensure the safety of the crew aboard the vessel in distress
- Avoid the risk of causing more damage to the vessel as a result of its response
- Take pollution hazards into account

The Contractor will keep CCG apprised of the situation as soon as it comes into visual contact with the vessel in distress. A report including the following information should be sent as soon as possible to assess the extent of the response and whether additional support is required:

- Vessel name and call sign
- Transmission date and time
- Vessel position.
- Status report:
 - Vessel ice-bound, aground or grounding
 - If there are injured personnel, identify need for medical assistance
 - Significant vessel damage, apparent loss of buoyancy
 - Apparent status of the vessel's stability
 - Pollution
 - Fire
- Brief description of weather conditions
- Another vessel providing assistance

7.2.5 Towing

There may be circumstances where CCG will tow the vessel to reduce a hazard to navigation or pollution. The Contractor will then follow the CCG representative's instructions and start towing the vessel.

- a) Towing involves assisting a vessel whose propulsion system is operational, regardless of whether it is being used. Any action on this vessel that involves providing assistance in sailing in restricted waters, docking or unberthing. Towing includes pushing and pulling operations and receiving a mooring line or cable on board.
- b) In the case of a vessel whose propulsion or steering systems are not in operation, towing involves taking charge of the vessel and guiding it to a port or a safe location. Towing includes pushing and pulling operations and receiving mooring lines or cables on board.

7.2.6 Assistance in the event of fire aboard a vessel

In the case of fire response, the Contractor will ensure that its personnel has been trained as follows:

7.2.6.1 Personnel training

The Contractor will provide and maintain an updated on-the-job training log for personnel involved in firefighting operations.

- Knowledge of fireboat response techniques
- Instructions on the general characteristics of the vessel and its firefighting equipment
- Have practical knowledge of vessel operations.
- Radio operator ability or licence
- Safe, effective recovery of a person at sea.

7.2.6.2 Fire procedures

In the event of a fire aboard a vessel, a sea response is all that is required. The vessel and staff assisting the vessel in distress must remain at a safe distance. Ships must be equipped with at least a Fi-Fi class ½ system. Under CCG guidelines, fire response tasks include, but are not limited to:

- Providing a water curtain to protect the crew during evacuation.
- Providing a stream of water to cool a compartment or put out a fire.
- Providing a water curtain to reduce the lower explosion limit of a gas.
- Ventilation control.

Appendix A – Aids to Navigation Directive 2–2400

Aids to Navigation Directive 2–2400

Appendix B – Marine Aids to Navigation Operations — Fleet Safety Manual (FSM)
7.D.2

Marine Aids to Navigation Operations — Fleet Safety Manual (FSM) 7.D.2

Appendix C – Provision of icebreaking services — directive 1

Provision of icebreaking services — directive 1

Appendix D– Ice Navigation in Canadian Waters

Ice Navigation in Canadian Waters

<http://www.ccg-gcc.gc.ca/folios/00913/docs/ice-navigation-dans-les-galces-fra.pdf>

Appendix E – Winter Navigation on the River and Gulf of St. Lawrence

Winter Navigation on the River and Gulf of St. Lawrence TP 14335 E

<http://www.bv.transports.gouv.qc.ca/mono/0962776.pdf>